Any prospective applicant requesting a meeting with City of Pooler staff prior to the submittal of a development application should fill out the following form. The purpose of this form is to provide staff with an understanding of the topic, issues, and items to be discussed at the requested meeting. This will allow staff to prepare and research any information in advance of the meeting to best help the prospective applicant in moving forward with their project.

***IT IS HIGHLY RECOMMENDED A PRE-SUBMITTAL MEETING BE HELD PRIOR TO THE SUBMISSION OF ANY APPLICATION REQUIRING A PUBLIC HEARING*.**

**APPLICANT INFORMATION**

NAME: Click or tap here to enter text.

PHONE: Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

OWNER:  OWNER’S AGENT:

**MEETING INFORMATION**

MEETING TYPE: Choose an item.

APPROX. ATTENDEES:

PREFERRED DAY: Choose an item.

PREFERRED TIME: Choose an item.

**MEETING PURPOSE (CHECK ALL THAT APPLY)**

GENERAL FACT-FINDING

PROCESS

SUBMITTAL REQUIREMENTS

APPLICATION TYPE

CONCEPT OVERVIEW

RIGHT START, RIGHT PATH

COURSE CORRECTION

UNSURE/UNDETERMINED

**APPLICATION TYPE (CHECK ALL THAT APPLY)**

TEXT AMENDMENT

MAP AMENDMENT

VARIANCE

CONDITIONAL USE

SITE PLAN

MINOR SUBDIVISION

MAJOR SUBDIVISION

UNSURE/UNDETERMINED

**SITE INFORMATION**

SITE ADDRRESS: Click or tap here to enter text.

SITE PIN: Click or tap here to enter text.

ACREAGE:

ZONING: Click or tap here to enter text.

PRESENT USE: Click or tap here to enter text.

PROPOSED USE: Click or tap here to enter text.

*A SKETCH DRAWING OR CONCEPT PLAN IS HIGHLY RECOMMENDED.*

**TOPICS, QUESTIONS, CONCERNS TO BE DISCUSSED (BE AS DETAILED AS POSSIBLE)**

Click or tap here to enter text.